



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Grade Center Weight Grades	
<p>Question: How do I create a new category?</p> <p>Answer:</p> <ol style="list-style-type: none"> In the Grade Center, select Manage from the Action Bar. Select Categories. Select Add Category. Enter in a Name for the Category. Note: The title of the category is now included on a list in alphabetical order. Select OK. Note: When you Add a Grade Column, the new Category is available for selection in the Add Grade Column area. <p>Note: The Grade Center has only 4 default categories initially including: Assignment, Survey, Test, and Discussion.</p>	<p>Question: How do I modify a category for a column?</p> <p>Answer:</p> <ol style="list-style-type: none"> From the Control Panel of a course, select Grade Center. After the Grade Center loads, go to the column heading you want to modify. Left click the down arrow located to the right. In the pop-up box, select Modify Column. To Modify the Category, left click the down arrow next to Category. Select the Category you want to specify. Scroll down. Select Submit. <p>Note: The Column now has a specified category that you can include when you select the option to weight by Category to calculate final grades.</p>
<p>Question: How do I add a total points column?</p> <p>Answer:</p> <ol style="list-style-type: none"> From the Action Bar in the Grade Center, select Add Calculated Column option and select Total. <p>Note: A Total column is a grade based on the cumulative points received, related to the points allowed.</p> <ol style="list-style-type: none"> Enter a Column Name and select a Primary Display for the grade from the menu (e.g., score). Select either All Columns or Selected Columns (select Columns, Categories desired and <i>right click arrow</i> to include). <p>Note: If grading periods exist, the All Grade Columns in grading Period option available.</p> <p>Select other options as desired and click Submit to finish.</p>	<p>Question: How do I create a weighted column?</p> <p>Answer:</p> <ol style="list-style-type: none"> From the Action Bar in the Grade Center, select Add Calculated Column option. Select Weighted from the drop down menu. Type in a Column Name. Enter a Primary Display for the grade from the menu e.g., score. <i>Scroll down</i>. Select the Columns and/or Categories to include in the weighted grade from the menu. Click the arrow to the right of the Column or Category, to move each to the Selected Columns or Categories area. Enter numbers for the weight percentage for each Column or Category. (Percentages should add up to 100%) This calculates the total grade using the weights set here. <p>Under Options, select the items for use; click Submit.</p>

For Further Support Please Contact

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